



# Filing Status Reference Guide

Whenever a civil case or a small claim (not subject to Certified Mail Service) has been filed the Original Notice is signed and returned by the clerk so this document can be served on the defendants established on the case. For small claims, in addition to the signed Original Notice the system will generate an Answer and Appearance document which must be served with the Original Notice.

## Accessing Original Notice and Answer and Appearance Documents

1. From the eFile menu, select **My Filings**, or click **My Filings** on the home page.



2. Enter the date of the filing of the Original Notice in the **search fields**.
3. Enter additional fields as necessary.
4. Click **Go**, to locate the filings.

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5. In the Status column the Original Notice and Answer and Appearance (for small claims only) will display. **Click the File Name** to open the documents.

My Filings Between 04/19/2011 and Today

Delete

Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status
9513		SCSC126312	Black Hawk	04-19-2011:08:22:03 PM	SMALL CLAIMS ORIGINAL NOTICE	Filed
					NEW SMALL CLAIMS ORIGINAL NOTICE	
					NEW SMALL CLAIMS APPEARANCE AND ANSWER FORM	

**Note!** The status may take a few minutes to update. Refresh the status page to see the status of the submission change. When it reaches Awaiting Approval this means it has a time stamp, payment is processed, and the submission is waiting to be recorded. When the submission has completed all the steps at the court the submission will have a Filed status.

6. Print the documents so that service can be completed on these documents. It is the eFiler's responsibility to serve the other party of this court matter.

**Note!** The receipts stay on the eFiling system for 90 days. It is best practice to save the documents to an accessible location in the future.

The information contained in the training materials for the Iowa Judicial Branch Electronic Data Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.